

# Trikki Kidz Early Learning Group

## Individual Performance Development Review

EMPLOYEE DETAILS:		REVIEW DETAILS:	
Employee Name:		Date of Review:	
Position:		Manager Reviewing:	
Department:		Position:	

KEY PERFORMANCE INDICATORS:		
Indicator Code:	Indicator:	Description:
AER	Always Exceeds Requirement	<i>Exceeds measured standards and responsibilities. Achievements are beyond those reasonably expected.</i>
ER	Exceeds Requirements	<i>Meets and frequently exceeds measured standards and responsibilities. Achieves measured/planned results.</i>
MR	Meets Requirements	<i>Meets expected requirements of the role. Contributions and skills meet required competency levels.</i>
NI	Needs Improvement	<i>Requires supervision and training. Meets agreed measures in some, but not all areas.</i>
NMR	Not Meeting Requirements	<i>Does not fulfil required measures. Unable or unwilling to reach minimum levels of agreed performance. Further performance management activity required</i>

INSTRUCTIONS TO COMPLETE THE FORM:		
Section/s:	Responsible Person:	Description:
Part 1,3, 4A	Employees	<p><i>Employee is required to complete the sections below. Once completed email/hand to your Direct Line Manager.</i></p> <ul style="list-style-type: none"> <li>- Part 1 – Employee Self Review</li> <li>- Part 3 – Employee Self Rating</li> <li>- Part 4A – Employee</li> </ul>
Part 2,3	Manager Review	<p><i>Prior to meeting with your staff member to discuss the IPDR managers should review and make comment on the sections below:</i></p> <ul style="list-style-type: none"> <li>- Part 1 – Manager Review</li> <li>- Part 3 – Manager Rating.</li> </ul>
Part 4	Future Development/Goals	<i>In this section managers and employees should discuss future career goals, interests, aspirations and learning and training requirements.</i>
Part 5	Acknowledgment	<i>Final section is sign off as acknowledgement of the plan and details listed in the IPDR.</i>

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Part 1 – EMPLOYEE SELF REVIEW	Part 2 – MANAGER REVIEW
What do you see as your most significant achievements over the past year?	What do you see as your employee’s most significant achievements over the past year?
What have been the challenges or barriers affecting the achievement of your measurable objectives over the past year?	What have been the challenges or barriers affecting the achievement of the employee’s measurable objectives over the past year?
What have you found most satisfying in your work over the last year?	What have you observed as being the most satisfying work to the employee over the past year?
What training and development have you undertaken over the past year?	What training, development and conferences has the employee attended or completed over the past year?
What support have you received from your Manager to achieve your objectives in your role over the past year? This is an opportunity to provide honest feedback to your Manager about what support has worked well, what additional support could be provided or what you would like to be different.	What support have you given to your employee to assist them to achieve their objectives in their position over the past year? Can you identify gaps between expected performance levels and how they are actually performing? This is an opportunity to discuss feedback from your employee about how you can best support them.
Has your position description been reviewed and is up to date?	Does the position description still apply or does it need to be updated?

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Part 3 – GLADY AND CO VALUES & BEHAVIOURS <i>(Relate each value to the employees position. e.g.: Customer centricity may mean internal customers which are other staff)</i>			
Value/Behaviour	Description	Employee Self Rating	Manager Rating
<b>Customer Centricity</b> <i>Customer are at the centre of everything we do.</i>	Listen deeply and learn about our community. We never assume we know what’s right for anyone else. We work with our customers to problem-solve and co-design meaningful solutions. We are dedicated to every person’s success.		
<b>Social Justice</b> <i>We strive to create equity and fairness for all.</i>	We respect and uphold the dignity and rights of each person. We champion equitable access to resources and opportunities. We apply a population health approach and prioritise those with the highest need. We embrace diversity in all its forms and are inclusive of all people.		
<b>Service Excellence</b> <i>We strive for outstanding performance.</i>	We aim for exceptional results in our everyday actions. We find ways to say “yes”. We listen, learn and adapt. We celebrate our wins and successes.		
<b>Innovation</b> <i>We push boundaries and try new things.</i>	We are curious and hungry for knowledge. We embrace diverse ideas and learn from each other. We try new things and take measured risks. We are creative thinkers who strive to produce excellent work that drives the organisation forwards.		

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<b>Collaboration</b> <i>Together we accomplish more.</i>	We make mutual respect the basis of all our interactions. We openly communicate and share our ideas and knowledge. We inspire creativity in each other with a “can do” attitude. We work together to create exceptional outcomes.		
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Part 4 – FUTURE DEVELOPMENT AND GOALS	
Employee to complete section Part 4 A. Manager to complete section Part 4 B in consultation with employee.	
Part 4. A: Employee	Part 4. B: Manager
<b><i>Career Aspirations and Expectations:</i></b> List down and comments/feedback around your career aspirations for the near future, promotions, change of careers, training you would like attend, skills you would like to learn etc.	<b><i>How Will These Be Achieved?</i></b> How can you as the manager or the business work to support some/all of these items. Further education, tertiary, secondment, project assignment, conferences, buddy system etc.

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Part 5 – ACKNOWLEDGMENT			
Employee Name:			
Signature:		Date:	
Manager Name:			
Signature:		Date:	

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